



# Louisiana Department of Transportation and Development PUBLIC RECORDS REQUEST FORM

<http://www.dotd.la.gov>

Date: \_\_\_/\_\_\_/\_\_\_

- STEP 1:** **COMPLETE** all information in the fields provided. **Please TYPE or PRINT.** If you have questions, please call the Customer Information Line, toll-free at (866) 590-0065 or locally at (225) 242-4609.
- STEP 2:** **SUBMIT** completed form by either U.S. First Class Mail to DOTD Custodian of Records, HQ – EW 3<sup>rd</sup> Floor, P.O. BOX 94245, Baton Rouge, LA 70804-9245, by fax to (225) 242-4690 or by emailing your request to: [dotdpublicrecords@la.gov](mailto:dotdpublicrecords@la.gov). **DO NOT ATTACH PAYMENT WITH THIS FORM.**
- STEP 3:** **WAIT** to receive a notice of estimated costs. Once received, send payment (Check or money order ONLY). Copies will be mailed upon receipt of payment or copies can be picked-up with payment. If 10 (ten) working days pass after notice is sent and payment is not received, it will be necessary to initiate a new request.

NAME: \_\_\_\_\_

COMPANY/FIRM: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NO.: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ FX.: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ROUTE/HWY (No street names): \_\_\_\_\_

PROJECT- LEGACY- R/O/W NO.: \_\_\_\_\_

DOTD CONTACT NAME: \_\_\_\_\_

## Payment Method & Authorization

### CHECK OR MONEY ORDER ONLY

#### Duplication Fees

|               |  |
|---------------|--|
| Regular rate: | \$0.25 per page<br>(8½X11 & 8½X14)                 |
| Spec Sheets:  | \$0.50 per page (11X17)                            |
| Plan sheets:  | \$1.10 per page (24X36)                            |
| CDs or Disks: | \$5 per disk + \$25 per Hr.<br>data processing fee |

\*Research may require additional fees

## Requestor Information (Please Type or Print)

To expedite your request, be as specific as possible. Attach additional pages to the form as necessary. Include street address of the facility, the document dates, and other details about the type of record of interest to you. Official R/O/W maps are located at the Parish District Court. **\*\* Due to the large volume of some state project records, it may be necessary for the custodian to take additional time to accumulate the info from all sections. In this case, it is required that the requestor review the records to be duplicated .**